

## PURPOSE

Management and operation of state-owned and leased facilities falls under the jurisdiction of the Department of Technology, Management and Budget (DTMB). The Bureau of Organizational Services (BOS) is the designated entity responsible for the Michigan Department of Health and Services (MDHHS). The Emergency, Security and Fleet Management Unit, ([ESFMU](#)) within BOS is designated as the MDHHS liaison for local facilities. Hospitals and centers are not included in this delegated authority.

## POLICY

MDHHS will consult with DTMB and only close facilities if there are circumstances which would render specific facilities either inaccessible, or inhabitable.

Local managers are responsible for local emergencies; see [Inside Michigan/Work Resources/Buildings and Property/Emergency Management](#). Due to the nature of the services provided by MDHHS to our clients, it is expected that facility managers will do everything within their power to limit interruption of all services and ensure that critical services are maintained at all times.

## DEFINITIONS

### Facility/Office

Any office, building or work area used by MDHHS employees. This does not include home work sites.

### Critical Services

Those services that must be maintained during a closure for emergency situation such as a natural disaster or terrorist event. These services are required to preserve and maintain human life until the emergency has been mitigated. More specifically, MDHHS has determined that critical services include food and energy assistance.

### Inaccessible

Inaccessibility does not mean snowy or hazardous road conditions. It means, for example, that the Michigan State Police or local entity have **closed** roads to traffic, issued an official **road closure**, are prohibiting access to state highways and that therefore state employees are **unable** to access the facilities. This is distinct from

the issuance of a public statement indicating that road conditions are hazardous and/or asking the public to avoid unnecessary travel. Travel to work by state employees is considered necessary travel, and winter roads in Michigan are often hazardous.

### Inhabitable

Inhabitability means that the building is without power, water, or other services necessary for the building to safely operate in support of occupancy. Facility closures for these reasons normally result in the redeployment of workers to other facilities, and sometimes (although very rarely) result in the issuance of administrative leave for employees.

## PROCEDURES

The following procedures should be used when a local office is considering a closure, reduction or suspension of services. In order to avoid confusion during an emergency with multiple offices, it is imperative that all decisions on closures are made by the director of BOS or his/her designee in consultation with the director/chief deputy director of MDHHS.

Responsibility	Action
Local Office Director or Business Center Director	Contacts MDHHS Emergency Mgt.
MDHHS Emergency Management	Contacts BOS Director (deputy director in director's absence) for decision.
BOS Director	<p>Notifies the following persons as appropriate (positions):</p> <ul style="list-style-type: none"><li>• Department director, BSC director</li><li>• Field Operations Administrator (Michigan Rehabilitation Services only and Disability Determine Services only)</li><li>• Children's Services Administrator</li></ul> <p>After consulting with those listed above, a decision is made by BOS director/deputy director to remain open, close, reduce or suspend operations.</p> <p>BOS director/deputy director communicates directly with MDHHS Emergency Management.</p>
Responsibility	Action

MDHHS Emergency Management	<ul style="list-style-type: none"><li>• If closure is recommended, MDHHS Emergency Management completes and submits <a href="#">DTMB-2114, Building Closure Request</a>.</li><li>• Notifies local office director, BSC director and DTMB of closure as needed.</li><li>• Recommends other actions such as re-deployment and ensures office follows emergency procedures.</li></ul>
Director/Chief Deputy Director	Approves postings and communications to the field and public once decision(s) are made.
MDHHS Emergency Management	<ul style="list-style-type: none"><li>• Maintains contact with local office director/BSC director to ensure critical services are maintained until open.</li><li>• Communicates directly with BOS Director/Deputy Director.</li></ul>

## RESOURCES

[The Administrative Guide to State Government](#)

For more information review policy statement 0240.01, General or Isolated Emergencies.

[MCL 431 of 1984](#)